

# Things to be aware of in face-to-face and online classes



April 14th, 2021  
Academic Affairs Division, Student Affairs Division  
Ritsumeikan University

# 1. Face-to-face classes

Face-to-face classes will only work if all people involved, including instructors and students, follow measures to prevent infection. Please observe the following rules when attending face-to-face classes.

- Wear a mask in class.

(If you forget to bring a mask or have a health-related reason for being unable to wear a mask, please consult with the administrative office or Manabi Station)

- Wash and sanitize your hands before entering the classroom.

- Keep conversation to a minimum. Keep your mask on and do not raise your voice.

- Leave seats vacant in order to maintain social distance.

(Minimum of approx. 1 meter distance around you)

- Ensure as much ventilation as possible, and open windows/doors regularly.

\*Please also cooperate with measures to prevent infection in other aspects of your everyday life, such as avoiding traveling to/from campus at crowded times, monitoring your body temperature and general health, and avoiding conversation while eating/drinking.



## 2. Online classes

---

The following conduct is strictly prohibited under the Student Disciplinary Regulations as (a) infringement of privacy, (b) infringement of copyright, and/or (c) obstruction of teaching and learning (conduct contravening information ethics).

- (1) Sharing the URL, meeting ID, password or other details of a live-streamed class conducted on Zoom, Skype or other online conferencing platform with any third party (a, b and c)
- (2) Taking screenshots of a live-streamed class without the permission of the instructor and other participants, and sharing it on social media or the like; or recording and publishing audio or video of the class without the instructor's permission (a and b, and infringement of portrait rights)
- (3) Redistributing materials distributed in an online class without the instructor's permission (b)
- (4) Sharing the URL of a video released on a limited basis online (YouTube, etc.) with any unrelated third party (c)



Source: Prohibition of Behavior against information ethics , April 28, 2020  
<http://www.ritsumeikai.ac.jp/startup/online2020/assets/file/eng/eng-home-file03.pdf>